

FOREST COUNTY DEPARTMENT OF SOCIAL SERVICES

Position Description

Position Title: Director of Social Services

Reports to: Social Services Committee and the Forest County Board of Supervisors

FLSA Status: Exempt

County Status: Regular Full Time Employee (40 Hour Work Week)

Pay Grade/Pay Structure: \$56890.08 - \$63211.20-annually

I. Position Summary:

Serves as the Director of the Forest County Department of Social Services. Performs duties within the merged departments of Social Services and Commission on Aging and provides direction and oversight to the newly developed ADRC. The procedures of these offices are governed by Wisconsin State Statutes Chapters 46, 48, 49, 51, 55, and the Wisconsin Elders Act, as well as other specific program policies and procedures. Performs related work as required and assigned by the Social Services Committee and County Board.

II. Essential Function and Primary Duties:

- Supervises and administers the programs of the department and supervises the operations and administration of the department.
- Assists in the preparation of the annual budget and submits to the County Clerk.
- Ensures compliance with state requirements for department operation.
- Coordinates the purchase of service contracts and executes those contracts.
- Coordinates the execution of state-county contracts which provide state and federal revenues for department operation.
- Evaluates service delivery from information provided by the department coordinator, staff, Social Services Committee, County Board, clients and citizens.
- Establishes priorities for the department which extend beyond state mandates.
- Coordinates with school systems, health planning organizations, law enforcement agencies and human service agencies.
- Directs the long-range planning process.
- Prepares the annual report on operations and administration of the department.
- Prepares agendas and meets with the Social Services Committee on a regular basis.
- Utilizes signature authority for purchase order, foster care licenses, expense vouchers, payroll schedules and voucher schedules.
- Performs such other duties which may be required by the State of Wisconsin or county officials.

III. Additional Responsibilities

- Provides general oversight to the Commission on Aging and Aging and Disability Resource Center.

IV. Supervisory Responsibilities or Supervision

Directly supervises employees in the Department of Social Services, and provides general oversight to the Commission on Aging and ADRC. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

Receives direct supervision from the Social Services Committee and County Board of Supervisors, who will spot check work for completeness, compliance with deadlines, conformance with established policies and effective accomplishment.

V. Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to engage in conversation and is required to speak and listen. The employee is frequently required to sit and use hands. The employee is occasionally required to walk and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

VI. Minimum Qualifications

Education: A BS/BA Degree in field related to the provision of human services required. Master's degree in social work preferred.

Experience: Experience in the provision of services to children, families, elderly and disabled populations. Familiarity with local and regional resources that serve children, families, elderly and disabled populations.

Skills, Knowledge and Abilities: Understanding of state laws pertaining to the operation of the department. Familiarity with local and regional resources that serve children, families, elderly and disabled populations. Excellent communication skills. Comprehensive knowledge and ability in the area of administration, program planning and development and community resources. Ability to train and direct the activities of other department staff. Comprehensive knowledge and understanding of fiscal matters and the ability to prepare an annual plan and budget. Ability to organize and effectively present written and verbal recommendations. Ability to make independent decisions and follow the directions of the Social Services Committee and County Board. Thorough knowledge and ability to apply theories, principles and practices of providing mental health, alcoholism and drug abuse services to the community. Comprehensive knowledge of organizational principles, controls and techniques for dealing with procedural problems. Ability to relate and function in the context of a multi-disciplinary team. Ability to prepare and administer contracts with other agencies and

coordinates services with other service providers. Ability to foster community relations, including use of the media to provide citizens information and public education.

Licenses and Certifications: Must possess and maintain a valid Wisconsin driver's license, and maintain minimum county insurance requirements.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on May 23, 2017

County Clerk: _____ Date: _____